

# Online Registration Guide

If you have not already obtained a “Team ID” and password contact 480-644-2352.

Registration will open **Tuesday, August 10, at 8:00am** for walk-in and online registration. At this time only credit/debit are the accepted forms of payment for online registration, all forms of payment are accepted for walk-in registration.

Walk-in registration will take place at the downtown City of Mesa Parks, Recreation and Commercial Facilities (PRCF) office located at 200 S. Center St. Bldg 1. Only one registration staff will be available for walk-in registration, which could result in a long wait.

**Within 24 hours of online registration, a team roster must be submitted via fax, email or dropped off to the PRCF office.** Please attach the registration receipt to the roster. [Roster Forms](#) are available for pick-up at the PRCF office or online.

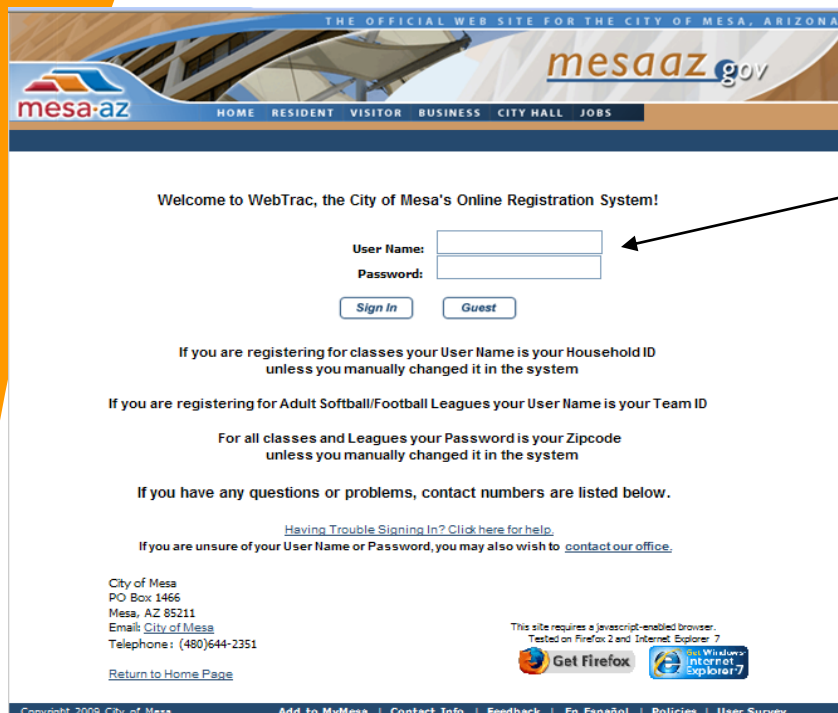


**Step 1:**  
To begin online registration go to:

[www.mesaaz.gov/adultsports](http://www.mesaaz.gov/adultsports)

Click on the registration button

# Online Registration Guide



THE OFFICIAL WEB SITE FOR THE CITY OF MESA, ARIZONA

**mesaaz.gov**

HOME RESIDENT VISITOR BUSINESS CITY HALL JOBS

Welcome to WebTrac, the City of Mesa's Online Registration System!

User Name:

Password:

[Sign In](#) [Guest](#)

If you are registering for classes your User Name is your Household ID unless you manually changed it in the system

If you are registering for Adult Softball/Football Leagues your User Name is your Team ID

For all classes and Leagues your Password is your Zipcode unless you manually changed it in the system

If you have any questions or problems, contact numbers are listed below.

[Having Trouble Signing In? Click here for help.](#)

If you are unsure of your User Name or Password, you may also wish to [contact our office.](#)

City of Mesa  
PO Box 1466  
Mesa, AZ 85211  
Email: [CityofMesa](mailto:CityofMesa)  
Telephone: (480)644-2351

[Return to Home Page](#)

This site requires a javascript-enabled browser.  
Tested on Firefox 2 and Internet Explorer 7

[Get Firefox](#) [Windows Internet Explorer](#)

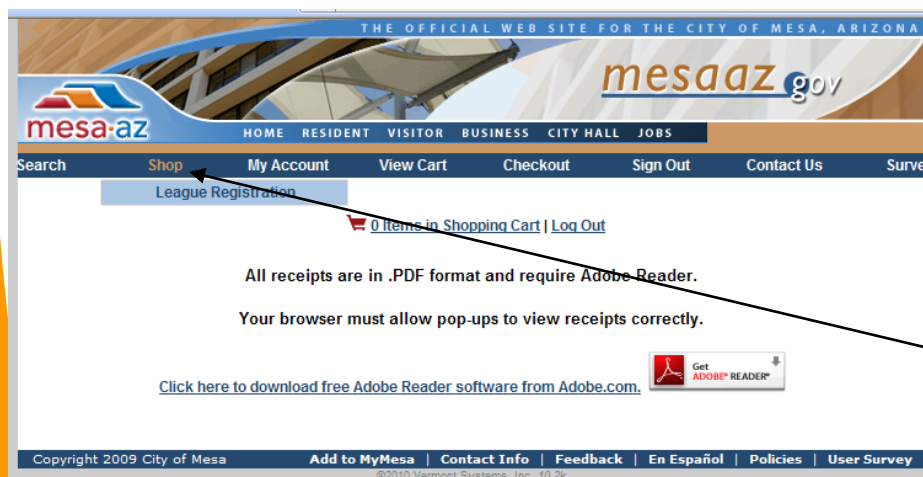
Copyright 2009 City of Mesa [Add to MyMesa](#) | [Contact Info](#) | [Feedback](#) | [En Español](#) | [Policies](#) | [User Survey](#)

## Step 2:

Your "Team ID" is your "User Name," enter your "Team ID" and password.

Once the information has been entered click on "**Sign In**" and the screen below should appear.

If you have forgotten your "Team ID," please call 480-644-2352.



THE OFFICIAL WEB SITE FOR THE CITY OF MESA, ARIZONA

**mesaaz.gov**

HOME RESIDENT VISITOR BUSINESS CITY HALL JOBS

Search [Shop](#) [My Account](#) [View Cart](#) [Checkout](#) [Sign Out](#) [Contact Us](#) [Survey](#)

[League Registration](#)

[0 Items in Shopping Cart](#) | [Log Out](#)

All receipts are in .PDF format and require [Adobe Reader](#).

Your browser must allow pop-ups to view receipts correctly.

[Click here to download free Adobe Reader software from Adobe.com.](#)

[Get ADOBE® READER®](#)

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## Step 3:

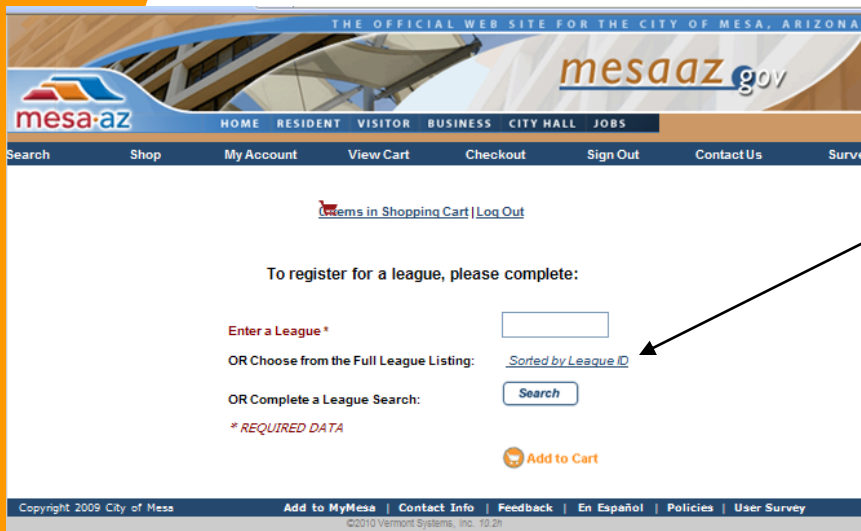
Hold your cursor above "**Shop**" and click on "League Registration".

# Online Registration Guide

## Step 3:

To find a specific league and to see what leagues are available click on “Sorted by League ID.”

Do not click on the “Search” button.



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Search Shop My Account View Cart Checkout Sign Out Contact Us Surveys

Items in Shopping Cart | Log Out

To register for a league, please complete:

Enter a League \*

OR Choose from the Full League Listing: [Sorted by League ID](#)

OR Complete a League Search:

\* REQUIRED DATA

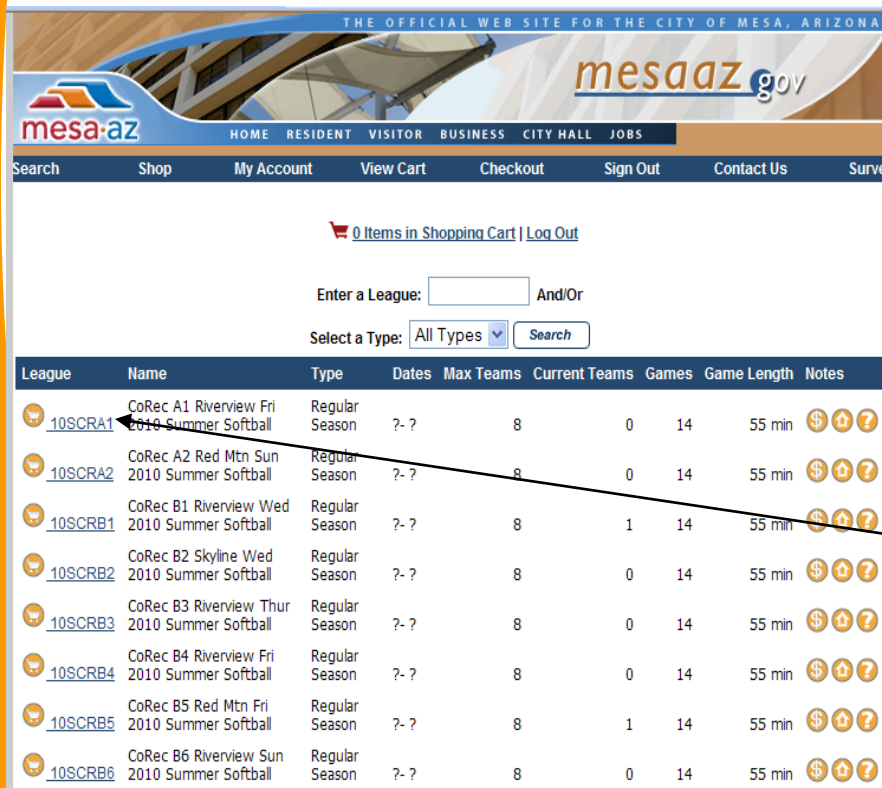
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## Step 4:

This page will appear once “Sorted by League ID” is clicked.

This page shows the league name, location, night, max number of teams allowed and current number of registered teams.

Click on the desired league.



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Search Shop My Account View Cart Checkout Sign Out Contact Us Surveys

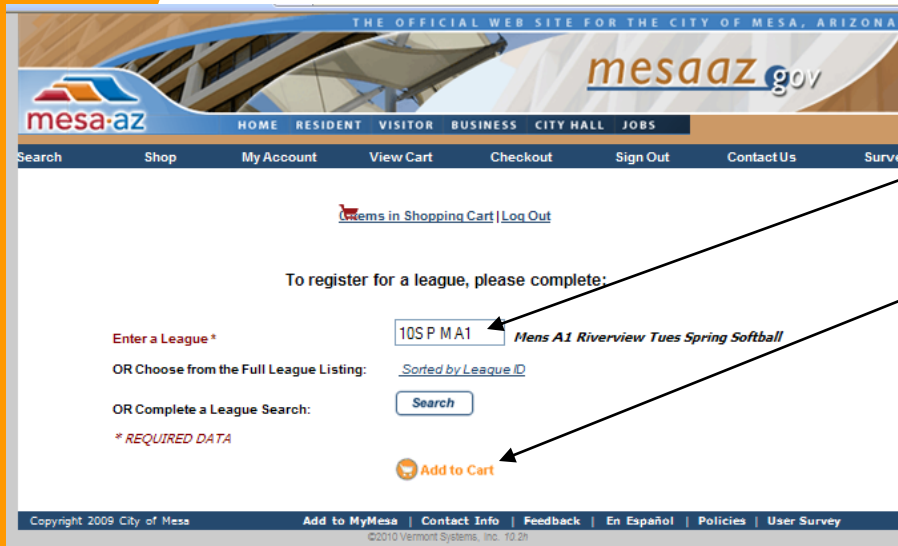
0 Items in Shopping Cart | Log Out

Enter a League:  And/Or

Select a Type:

League	Name	Type	Dates	Max Teams	Current Teams	Games	Game Length	Notes
<a href="#">10SCRA1</a>	CoRec A1 Riverview Fri 2010 Summer Softball	Regular Season	?-?	8	0	14	55 min	\$ ⬆ ⬇ ?
<a href="#">10SCRA2</a>	CoRec A2 Red Mtn Sun 2010 Summer Softball	Regular Season	?-?	8	0	14	55 min	\$ ⬆ ⬇ ?
<a href="#">10SCRB1</a>	CoRec B1 Riverview Wed 2010 Summer Softball	Regular Season	?-?	8	1	14	55 min	\$ ⬆ ⬇ ?
<a href="#">10SCRB2</a>	CoRec B2 Skyline Wed 2010 Summer Softball	Regular Season	?-?	8	0	14	55 min	\$ ⬆ ⬇ ?
<a href="#">10SCRB3</a>	CoRec B3 Riverview Thur 2010 Summer Softball	Regular Season	?-?	8	0	14	55 min	\$ ⬆ ⬇ ?
<a href="#">10SCRB4</a>	CoRec B4 Riverview Fri 2010 Summer Softball	Regular Season	?-?	8	0	14	55 min	\$ ⬆ ⬇ ?
<a href="#">10SCRB5</a>	CoRec B5 Red Mtn Fri 2010 Summer Softball	Regular Season	?-?	8	1	14	55 min	\$ ⬆ ⬇ ?
<a href="#">10SCRB6</a>	CoRec B6 Riverview Sun 2010 Summer Softball	Regular Season	?-?	8	0	14	55 min	\$ ⬆ ⬇ ?

# Online Registration Guide

A screenshot of the Mesa AZ website's online registration page. The page has a blue header with the Mesa AZ logo and navigation links: HOME, RESIDENT, VISITOR, BUSINESS, CITY HALL, JOBS. Below the header is a dark blue bar with links: Search, Shop, My Account, View Cart, Checkout, Sign Out, Contact Us, and Surveys. The main content area is white and contains the following elements: a link to "Items in Shopping Cart | Log Out", a heading "To register for a league, please complete:", a form field labeled "Enter a League \*" with the text "10SP MA1" and a dropdown menu showing "Mens A1 Riverview Tues Spring Softball", a link "OR Choose from the Full League Listing: Sorted by League ID", a "Search" button, a link "OR Complete a League Search:", and a note "\* REQUIRED DATA". At the bottom of the form is an "Add to Cart" button with a shopping cart icon. The footer contains copyright information: "Copyright 2009 City of Mesa" and "©2010 Vermont Systems, Inc. 10.25".

THE OFFICIAL WEB SITE FOR THE CITY OF MESA, ARIZONA

mesaaz.gov

mesa·az

HOME RESIDENT VISITOR BUSINESS CITY HALL JOBS

Search Shop My Account View Cart Checkout Sign Out Contact Us Surveys

[Items in Shopping Cart | Log Out](#)

To register for a league, please complete:

Enter a League \*  *Mens A1 Riverview Tues Spring Softball*

OR Choose from the Full League Listing: [Sorted by League ID](#)

OR Complete a League Search:

\* REQUIRED DATA

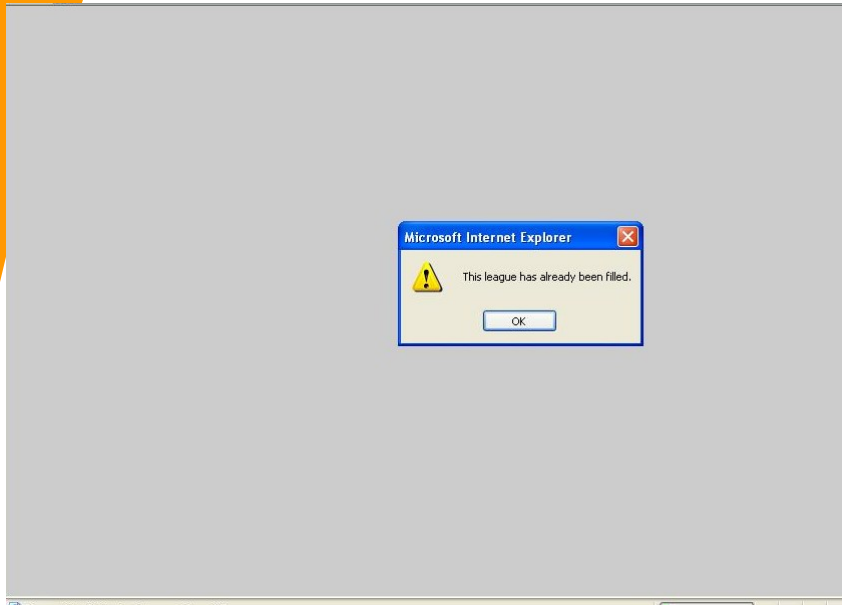
Copyright 2009 City of Mesa Add to MyMesa | Contact Info | Feedback | En Español | Policies | User Survey  
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## Step 5:

The League ID should appear in the box as shown.

Once the league is in the box, click on “Add to Cart,” one of two screens will appear.

# Online Registration Guide



## Step 6A:

If this page appears then go back to Step 4 and select a different league



## Step 6B:

If this page appears then the league is available and click **“Proceed to Checkout.”**

# Online Registration Guide

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**mesaaz.gov**

HOME RESIDENT VISITOR BUSINESS CITY HALL JOBS

View Cart > Begin Checkout > Billing Info > Process > Confirmation

**Summary of Charges:**

New Charges In Shopping Cart:	\$ 270.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 270.00
Minimum Amount Due Today:	\$ 270.00

The Following Information is Required to Complete Your Transaction:

Amount To Be Paid Today \$

Credit Card Type

\* REQUIRED DATA

Click 'Continue' to continue the payment authorization process and generate a confirmation receipt.

## Step 7:

A summary of the team's charges should appear.

Credit card or a debit card that can act as a credit card is the only acceptable form of payment.

Click **“Continue.”**

THE OFFICIAL WEB SITE FOR THE CITY OF MESA, ARIZONA

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HOME RESIDENT VISITOR BUSINESS CITY HALL JOBS

View Cart > Begin Checkout > Billing Info > Process > Confirmation

**Credit Card Information is Required to Complete Your Transaction:**

Amount To Be Paid Today \$

Credit Card Type

Card Number

Expiration (MMYY)

**Billing Information**

Cardholder Name

Billing Address

Mailing Address

City

State

Postal/Zip Code

\* REQUIRED DATA

Click 'Continue' to begin the payment authorization process and generate a confirmation receipt.

## Step 8:

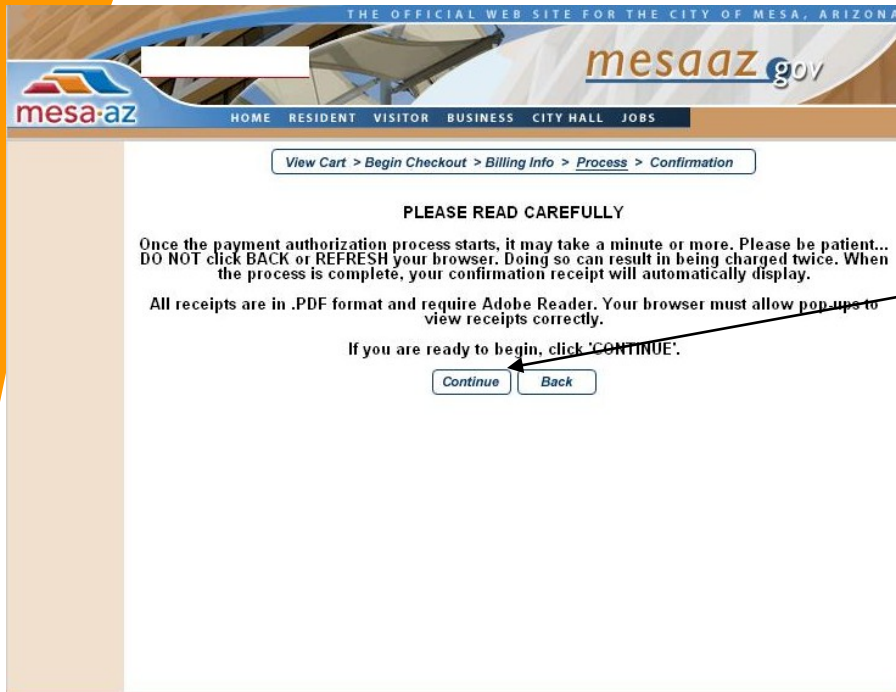
Please enter your credit card and billing information.

Double check all information to make sure it is accurate.

Click **“Continue”** to process the registration and generate a receipt.



# Online Registration Guide



## Step 9:

Read the information on this page and click **“Continue.”**



## Step 10:

An email confirmation will be sent to the email on file and a PDF version of the format can be viewed by clicking **“View Confirmation Receipt.”**

**A copy of the roster needs to be submitted within 24 hours of registration.**

Please click **“Exit”** when finished.